



Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099

Invoice Instructions

## Labor Hour - Subcontract Work Orders (SWOs)

### Invoicing Instructions

Prime Contract NAS7-03001

Dear Supplier:

In order for JPL to manage and process your organization's invoice in a timely manner, you must submit an invoice that meets the requirements outlined below.

Submit the invoice and any required backup documents through email or regular mail:

- 1) Send an email to [subcontract.invoices@jpl.nasa.gov](mailto:subcontract.invoices@jpl.nasa.gov) with the invoice and backup documents attached in one of the following electronic record file formats: .pdf, .tif, .jpg, .bmp, or .gif
- OR 2) Mail the **original invoice and one photocopy** of all the invoicing documents to:
- Jet Propulsion Laboratory  
Invoice Management Section  
Mail Stop 601-208  
4800 Oak Grove Drive  
Pasadena, CA 91109

### Invoice Requirements

- ☒ 1. Invoice date
- ☒ 2. JPL subcontract number
- ☒ 3. Total subcontract value
- ☒ 4. Tax Identification Number (TIN)
- ☒ 5. Invoice number
- ☒ 6. Billing period
- ☒ 7. Remittance address
- ☒ 8. Current itemized labor cost
  - ☒ 8.1 SWO number
  - ☒ 8.2 SWO value
  - ☒ 8.3 Employee name (If no name is specified in the subcontract, we will the accept labor classification)
  - ☒ 8.4 Labor classification
  - ☒ 8.5 JPL badge number and four digit org number (CAT A only)
  - ☒ 8.6 If more than one JPL project/task number, break out amount allocated by JPL project/task number
  - ☒ 8.7 Number of hours
  - ☒ 8.8 Hourly rate
  - ☒ 8.9 Cost
  - ☒ 8.10 Total labor cost
  - ☒ 8.11 Less % retention amount (% amount specified in the subcontract)
  - ☒ 8.12 Travel cost
  - ☒ 8.13 Current amount due
- ☒ 9. Cumulative amount billed to date
  - ☒ 9.1 Cumulative hours
  - ☒ 9.2 Cumulative labor cost
  - ☒ 9.3 Cumulative total labor cost
  - ☒ 9.4 Cumulative retention amount
  - ☒ 9.5 Cumulative travel cost
  - ☒ 9.6 Cumulative amount billed
- ☒ 10. Travel breakout
  - ☒ 10.1 SWO number
  - ☒ 10.2 Employee name
  - ☒ 10.3 Travel dates



Web Site: <http://invoice.jpl.nasa.gov>  
Email: [invoice@jpl.nasa.gov](mailto:invoice@jpl.nasa.gov)  
Phone: (818) 354-7696

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- ☒ 10.4 Amount allocated by JPL project/task number
- ☒ 10.5 Travel cost
- ☒ 10.6 G&A rate and cost (if applicable)
- ☒ 10.7 Total travel cost
- ☒ 10.8 Cumulative travel cost
- ☒ 10.9 Totals
- ☒ 11. Certification wording, authorized signature, printed name, email, and phone number  
*"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

- ☒ 12. Travel receipts and forms per your subcontract
- ☒ 13. Numbered pages

## Notes

- A. These instructions, which are made part of your subcontract by reference, are intended to provide guidance regarding submitting invoices to JPL so that we can process them for payment as quickly as possible. Regardless of these instructions, all JPL subcontractors remain solely responsible for compliance with the terms and conditions of their subcontracts and all applicable laws. To the extent of any inconsistency between these instructions and the corresponding subcontract, please refer to the Order of Precedence General Provision.
- B. The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by your subcontract, including these instructions. Invoices must be prepared on commercial invoices (e.g. company's letterhead). We cannot accept invoices prepared on a Public Voucher SR # 1034 form.
- C. We take the following steps in an attempt to pay every invoice that complies with these instructions within 30 days of invoice receipt at JPL Invoice Management Section (IMS):
  - 1. Once we receive your invoice, we review each invoice for the above requirements.
  - 2. If the invoice does not meet any of the requirements, we will contact you ASAP and may request a correction and/or resubmission.
  - 3. We then send your invoice to the JPL Contract Technical Manager (CTM) for review and approval.
  - 4. Once we receive CTM approval, we will process your invoice for payment.
- D. For labor charges while on travel, Project Account should match that shown on the Travel Report.
- E. For faster payment, IMS recommends signing up for Electronic Funds Transfer (EFT). Please visit <http://invoice.jpl.nasa.gov/IMS-Forms.cfm> and download the EFT Authorization form.



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## SAMPLE INVOICE – LABOR HOUR with SWOs

The attached sample invoices are intended as an aid rather than as a restriction to a specific billing form. JPL will accept any format provided it contains the information required by the subcontract, including these instructions.

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Invoice Date: 7/1/2007</li> <li>2. JPL Subcontract Number: 1234567</li> <li>3. Total Subcontract Value: \$ 150,000.00</li> <li>4. TIN: 12-3456789</li> <li>5. Invoice Number: 100-1</li> <li>6. Billing Period: 6/1/2007 – 6/30/2007</li> </ol> | <ol style="list-style-type: none"> <li>7. Remit To:<br/>           ABC Company<br/>           ABC Company Accounts Receivable<br/>           567 Any Street<br/>           Anytown, VT 12345-1234</li> </ol> |
|---|--|

8. CURRENT LABOR COST									9. CUMULATIVE AMOUNT	
8.1 SWO Number	8.2 SWO Value	8.3 Employee Name	8.4 Labor Classification	8.5 JPL Badge Number/ Org Number (CAT A only)	8.6 JPL Project /Task Number	8.7 Number of Hours	8.8 Hourly Rate	8.9 Cost	9.1 Number of Hours	9.2 Cumulative Costs
001	\$ 25,000.00	John Jones	Engineer II		1234567/001	40.0	\$100.00	\$4,000.00	80.00	\$8,000.00
002	\$ 25,000.00	Anne Smith	Engineer III		1234568/002	40.0	\$125.00	\$5,000.00	80.00	\$10,000.00
003	\$ 25,000.00	Bob White	Engineer IV	123456/1111	1234569/003	40.0	\$150.00	\$6,000.00	80.00	\$12,000.00
<b>8.10</b> Total Labor Costs								\$15,000.00	<b>9.3</b> Cumulative Labor Costs	\$30,000.00
<b>8.11</b> Less Retention								(\$750.00)	<b>9.4</b> Cumulative Retention	(\$1,500.00)
<b>8.12</b> Travel Costs								\$3,150.00	<b>9.5</b> Cumulative Travel Costs	\$6,300.00
<b>8.13</b> CURRENT AMOUNT DUE								\$17,400.00	<b>9.6</b> Cumulative Amount Billed	\$34,800.00



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## SAMPLE INVOICE – LABOR HOUR with SWOs, continued

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10. TRAVEL BREAKOUT							
10.1 SWO Number	10.2 Employee Name	10.3 Travel Dates	10.4 Project/Task Number	10.5 Travel Costs	10.6 G&A (5%)	10.7 Total Travel Cost	10.8 Cumulative Travel Costs
001	John Jones	6/1/07 – 6/5/07	1234567/001	\$1,000.00	\$50.00	\$1050.00	\$2,100.00
		6/8/07 – 6/12/07		\$1,000.00	\$50.00	\$1050.00	\$2,100.00
002	Anne Smith	6/1/07 – 6/5/07	1234568/002	\$1,000.00	\$50.00	\$1050.00	\$2,100.00
10.9 TOTALS				\$3,000.00	\$150.00	\$3,150.00	\$6,300.00

**11.0** *"I hereby certify that the above invoice is correct and just, that payment therefore has not been received, and that the invoice is presented with the knowledge that the amount paid hereunder will become the basis of a claim against the United States Government."*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name (Please Print)*

\_\_\_\_\_  
*Email*

\_\_\_\_\_  
*Phone Number/Extension*

**12.0** Attach the travel receipts and forms per your subcontract.



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